

Payback Rebill - FI Mode Only

Description: In this topic, the user will learn how to use the payback rebill feature for dollar-based service codes. Payback rebill is a process that automatically re-allocates an overtime punch, so it falls on the correct date of service within a pay period when billing is processed. This is an automated system occurrence that completes after a punch is processed in a billing batch. The payback rebill process only applies to dollar-based service codes.

Role Required: Super User

Permission Required: Funding Source Admin

Mode: FI

Payback Rebill Example

1. A late punch was made, or an existing punch was edited after the pay week ended and punches were paid out and billed.
2. The punch was entered on a Tuesday creating 42 hours worked for the week. It was submitted, flows through payroll, and acquires the overtime.
3. Payroll is processed and the reconcile file is submitted
4. The new punches are added to the billing batch and processed
5. The system checks the pay week of the punch(s) and determines if overtime needs to be reallocated to a different date of service. If so, the system includes previously billed entries and updates the billable amount to correctly reflect overtime.
6. After the billing batch is processed, all entries included in payback rebill will have the same rollup ID.

Enable Payback Rebill

1. Log in with appropriate profile
2. Select **Settings** from the main menu
3. Select **Funding Sources** from the submenu
4. Use the filters to search for the funding source and click **Search**
5. **Click anywhere in the funding source row** to open the details page
6. Use the filters in the service codes tab to search for the desired service code and click **Search**
7. **Click anywhere in the service code row** to open the details page
8. Click **Actions**
9. Select **Edit Service Code** from the drop-down menu
10. In the Edit Service Code form wizard, click the blue **plus sign (+)** to expand Payroll Details.
11. Locate the **Payback/Rebill** field and click **Yes**
12. Click **Save** and **Yes** to confirm

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